

BUSINESS 1100
Introduction to Business

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introduction to the environment and functions of business. Organization and operation of business, the relationships of business to society, and the dominant field and types of business are surveyed. Functions studied include: marketing, finance, production, management, retailing, wholesaling, advertising, risk, pricing, personnel, and business environment. Prerequisite: None. (3 credit hours)

COURSE MATERIALS

Business

Drs. William M. Pride, Robert J. Hughes & Jack R. Kapoor
10th Edition
Houghton Mifflin Company, Boston
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COURSE ACTIVITES/EVALUATION

| Unit | Text Part | Chapters | Test | Assignment |
|-------------|------------------|------------------|-------------|-------------------|
| 1 | I | 1, 2, & 3 | 1 | 1 & 2 |
| 2 | II | 4, 5, & 6 | 2 | 3 & 4 |
| 3 | III | 7, 8, & 9 | 3 | 5 & 6 |
| 4 | IV | 10, 11, & 12 | 4 | 7 & 8 |
| 5 | V | 13, 14, 15, & 16 | 5 | 9 & 10 |
| 6 | VI | 17, & 18 | 6 | 11 & 12 |
| 7 | VII | 19, 20, & 21 | 7 | 13 & 14 |

GRADING

The grading system is based on total points acquired through seven (7) examinations and fourteen (14) assignments. All scores will be added to determine your final grade. Total possible points are 700 (tests, 7 @ 50 points each, 350; assignments, 14 @ 25 points each, 350).

Final Grades will be awarded as follows:

| Grade | Points | Percent |
|--------------|---------------|----------------|
| A | 630-700 | 90% and above |
| B | 560-629 | 80% to 89% |
| C | 490-559 | 70% to 79% |
| D | 420-489 | 60% to 69% |
| F | 419 and below | <60% |

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Incomplete grades will only be given for extreme situations. Contact the instructor or refer to the course syllabus for details.